**Nebo School District Purchase Item Flow Chart (Within-District)**

The I pad is then given to the teacher for use in the classroom.

I pad at the school is inventoried by the secretary and a sticker is placed on it to show who it belongs to.

Once item is received at the school then district is notified and a finance secretary at this level sends a check with sufficient funds to pay for the item.

Item receives approval from Reese Brunson, district office technology coordinator.

Once item gets approved by both principal and district coordinator the I pad is then ordered and received by secretary at the school.

A teacher seeks an I pad for use in the classroom. This item would be used in classroom for teaching and grade book purposes as well as many others.

School secretary fills a single source requisition form after getting approval for the item from Principal Sara Matis.

**Nebo School District Purchase Item Flow Chart (In-School)**

Classroom teacher identifies instructional item for use in the classroom.

(Science Unit Materials)

If the items are to be shipped then secretary receives them and makes sure that everything that was ordered is received.

The teacher fills out a purchase order requisition. Needed on the P.O are the item and the item #.

The teacher can take the P.O with them to the store where they are purchased or the secretary can send the P.O to pay for the item .

Principal approves of the items to be purchased by the teacher using a purchase order.

If the item was purchased in a store or shipped to the school the secretary sends the necessary funds to whatever institution the items were purchased from.

The items are then put into the classroom for instructional use. This process usually takes less than 30 days.